Standard Operating Procedures

SOP Categories

- Navy HQ Web content
- Taskers
- Outlook
- Phones
- Quality assurance

Content SOP 1

Title: File naming

Discussion: Contents uploaded onto the HQ Web must have a com
descriptive file name to maximize efficiency. This includes the posting
and the names of any attachment files associated with the posting. In
engines key off file names so it is very import to ensure these names p
their content.

Procedures:

A. Must be English
B. File name should contain two parts:
    1. Subject (i.e. IT21 Afloat Matrix, N6 Bi-weekly Highlights, etc.)
    2. Date (i.e. document date, posting date, event date, etc.)
C. Use spaces as separators (I.e. IT21 Afloat Matrix 14 Aug 01)

Content SOP 2

Title: HQ Web library posting

Discussion: Postings in the NIPRNET Public Library may be viewe
Postings in the SIPRNET Public Library may be viewed by everyone or
SIPRNET. Postings on the SIPRNET and NIPRNET OPNAV Libraries m
viewed by OPNAV Staff personnel only (i.e. must have User ID and pas
is very important you remember this when posting to the various libra
you provide adequate security for all your postings.

Procedures:

A. NIPRNET Public Library:
    1. Do not post classified or sensitive documents
    2. All documents must be approved by LCDR Mulé prior to posting
B. NIPRNET OPNAV Library
    1. Post unclassified but sensitive documents
C. SIPRNET Public Library
    1. Post classified documents that can be viewed by everyone on the SIPRI
D. SIPRNET OPNAV Library
    1. Post classified sensitive documents that can only be viewed by OPNAV

Content SOP 3

Title: Moving contents from Hard/Common drives to the HQ Web

Discussion: One of the HQ Web's benefits is eliminating stovepipes Common and Hard drives (C, O, H, I, etc) provide some degree of acce still tend to stovepipe information. To eliminate stovepipes and maxim accessibility, you should move contents from Common and Hard drives

Procedures:

A. Following types of information should be moved from the Common/ to the HQ Web:
   1. All information deserving of wider accessibility
      a. Final documents (I.e. final versions of briefs, white papers, instructions, etc.)
      b. Pre-decisional or draft documents if wider accessibility is desired

B. Following types of information should not be moved from the Comm drives:
   1. Previous versions/drafts of a final brief or document
   2. Information not deserving of wider accessibility

C. All initial information should be moved by 30 Sep 2001 and subsequ information should be checked and moved once a Quarter

Content SOP 4

Title: Migration of content from legacy N6 Web sites to the HQ Web

Discussion: In order to eliminate duplication and reduce work, all
legacy classified and unclassified N6 Web sites should be reviewed an
moved to the SIPRNET and NIPRNET HQ Web. Because of current lim
HQ Web can not support interactive (PERL Script) material, however,
information can and should be moved to the HQ Web.

Procedures:

A. Review all currently active N6 Web sites and identify what informa
   moved to the HQ Web
B. Post identified information to the HQ Web
C. Legacy N6 Web sites whose contents have been moved to the HQ W
   point to the new location (HQ Web) and remain active for three m
   users are aware of where the contents has moved to
D. After three months the moved legacy N6 Web site should be elimi

Content SOP 5

Title: HQ Web archiving

Discussion: Proper archiving is essential to reducing clutter and e
relevant information is available on the HQ Web. Anytime you post inf
the HQ Web libraries you must think about when the information will l
or irrelevant and when it should be archived or deleted. The following
are available: 2 weeks, 3 months, 18 months, 2 years, 3 years and perm

Procedures:

A. Select “NEW” in the appropriate SIPRNET or NIPRNET library
B. Provide User Name and Password if prompted
C. Type applicable information in the Subject, Contact, Category, Rela
   Message content boxes and insert attachments if desired
D. Choose appropriate archiving option and whether or not you wish
   prior to archiving
E. Select “SUBMIT” to post the information

Content SOP 6

Title: Moving contents from QuickPlace sites to the HQ Web

Discussion: QuickPlace sites provide a desired limited accessibility normally used as a collaborative tool for small groups of people worki project. However, at some point in time these QuickPlace sites will pr that should be shared with other people not included in the site. Once created on the QuickPlace that deserves wider accessibility it should b appropriate SIPRNET or NIPRNET HQ Web. The QuickPlace site mana responsible for moving the information.

Procedures:

A. Following types of information should be moved from the QuickPlac to the HQ Web:
   1. All information deserving of wider accessibility
      a. Final documents (I.e. final versions of briefs, white papers, instructions, etc.)
      b. Pre-decisional or draft documents if wider accessibility is desired

B. Following types of information should not be moved from the Quick
   1. Information requiring limited accessibility
   2. Information not deserving of wider accessibility

C. All initial QuickPlace information deserving of wider accessibility sh by 30 Sep 2001 and subsequent information should be checked an a month.

Content SOP 7

Title: Combining similar information in the HQ Web libraries.

Discussion:

Procedures:

Not sure what you mean by this rule. Need to discuss

Tasker SOP 1

Title: Utilizing Tasker Comment block

Discussion: The Tasker Comment block is used to track the progre
of an assigned Tasker. Comments should be as specific as possible to e
system operates at maximum efficiency. Most recent comments should
top of the comment box so that that information will be used in the Ta
Previous Tasker comments can be deleted, if desired, because previou
all saved and readily available for review. Tasker comments are provi
person taking action on the Tasker.

Procedures:

A. Open desired Tasker and provide appropriate comments IAW follow
   1. Intermediate action comments should be as comprehensive and specif
      and contain all of the following criteria:
      a. Who completed the action
      b. When the action was completed
      c. What action was taken
      d. Why the action was taken
      e. What action remains to be taken (if action not completed) and who is respo
         the pending action
   2. Completed action comments should also be as comprehensive and spe
      possible and contain all the above criteria

Tasker SOP 2

Title: Originating External Taskers

Discussion: External Taskers may only be originated by the followi
CAPT Story, CAPT Teates, CDR Rogers, LCDR Mulé, LCDR Mills, Chie
Chief Crum, Mr. Bill Hook, PO Taylor and designated admin support pe
desiring to originate an External Tasker must forward the Tasker to Cl
Mulé, Chief Cooley or PO Taylor for entry into the system. The automa
Tasker system will eventually replace our current paper Tasker system

Procedures:

A. Authorized N6 personnel will originate the External Tasker
B. Applicable Division representatives will receive Tasker notification
C. Division personnel will complete actions as required and provide c
D. Once Tasker is completed and “Division Complete” box is marked,
   originator will receive an e-mail notification
E. Taskers requiring N6 Front office action, or action required to be c
   an organization other than N6, will be tracked by Chief Cooley un
   action is complete

Tasker SOP 3

Title: Originating Internal Taskers

Discussion: Internal Taskers may be originated by anyone in N6. N
Taskers stay within one Division but they can include personnel from o
Divisions. Use Internal Taskers only in matters requiring limited N6 ac
personnel matters, sensitive information, etc.). Internal Taskers are or
personnel routed on the Tasker and other personnel in the originator's

Procedures:

A. Authorized N6 personnel will originate the Internal Tasker
B. Applicable addees will receive Tasker notification
C. Division personnel will complete actions as required and provide c
D. Once Tasker is completed and "Division Complete" box is marked,
   originator will receive an e-mail notification
E. Taskers requiring N6 Front office action, or action required to be c
   an organization other than N6, will be tracked by the originator u
   action is complete

Tasker SOP 4

Title: Completing Internal and External Taskers

Discussion: Once Internal or External Taskers are completed they
to ensure appropriate personnel are aware of the status. It is also imp
Taskers must never be annotated as complete unless final action is tak
personnel; intermediate action will not be marked as complete but app
comments will be provided. There are four completion actions associat
AO, Branch, Division and Tasker. The responsible AO in the lead Divisi
AO Completion box. The Division Deputy of the lead Division will mark
Completion box. Only CAPT Teates, CAPT Story or personnel designate
annotate the Division is complete. Chief Cooley will complete the Task
Completion actions have been accomplished.

Procedures:

A. Responsible AO will annotate Tasker action is complete and provid
B. Division Deputy will receive e-mail notification of AO's action and a
   Branch completion, if desired
C. CAPT Teates and CAPT Story will receive e-mail notification of Bra
   and annotate Division complete, if desired
D. Chief Cooley will receive e-mail notification of Division's action and
   Tasker complete

Tasker SOP 5

Title: Unclassified and classified Taskers

Discussion: Because most N6 personnel do not have SIPRNET con
unclassified External and Internal Taskers should be posted on the NI
also ensures Tasker accessibility to personnel on TAD or from their ho
classified Taskers and Taskers that will become classified once action
be posted on the SIPRNET. The same Tasker should never be posted o
and NIPRNET at the same time.

Procedures:

A. Responsible N6 personnel post unclassified Taskers on the NIPRN
B. Responsible N6 personnel post classified Taskers on the SIPRNET

Tasker SOP 6

Title: External Taskers requiring N6B or N6 signature

Discussion: As discussed in Tasker SOPs 2 and 4, Chief Cooley is u
responsible for tracking Front office Tasker actions and annotating all
Taskers. However, this does not relieve the lead AO of all responsibilit
completes the Tasker action. The lead AO is responsible for coordinati
Chief Cooley to ensure he understands how to process the tasker for N
signature and provide any additional guidance as necessary.

Procedures:

A. Lead AO annotate Tasker as complete and provide applicable comm
B. Lead AO contact Chief Cooley to ensure he fully understands prop
routing requirements
C. Chief Cooley prepare Tasker for Front office signature and route
D. Chief Cooley tracks Tasker until final action is completed and anno
completion

Outlook SOP 1

Title: N6 Conference Room scheduling

Discussion: All N6 Conference Rooms are community property; th
to any specific Division. Anyone in N6 with a valid reason can reserve
Room. There are five Conference Rooms within N6: Conference Room
Conference Room #2 (PT5000), Conference Room #3 (PT5474), Confe
(PT5633) and Conference Room #5 (PT4423). Conference Rooms shou
IAW required size (i.e. schedule smallest room possible to meet your n
Conference Room is scheduled it can only be cancelled by the original
Flag officer/SES. Scheduled Conference Rooms have priority over all o
uses and must be made available prior to scheduled commencement ti
Rooms are located on the NIPRNET.

Procedures:

A. Select Calendar from Outlook menu
B. Choose date and beginning and ending times desired
C. Type in Subject of meeting; include purpose and POC
D. Type in location (Conference Room) meeting will be held
E. Invite desired attendees
F. Send meeting invitation

Note: Procedures must be established.

Outlook SOP 2

Title: Personal calendar

Discussion: It is often necessary for N6 members to interface with
in order to accomplish assigned tasks. Much time can be wasted tryin
not at their assigned work place. In order to maximize efficiency it is i
personnel to let people know where they are if they are away from the
extended periods (one hour or more). Therefore, all N6 personnel shou
Outlook calendars to document extended absences. In addition, all N6
allow read-only access to their calendars to all N6 personnel so people
time trying to locate them.

Procedures:

A. Open Outlook and select the calendar then right click on the Folde
   open the menu
B. Left click “Properties” from this menu and select “Permissions”
C. Left click “Add” and select “#DNHN ALL N6 DISTRIBUTION LIST
   “Add” and then “OK”
D. In the Permission box select “Reviewer”, “Read Items”, “Folder Vis
   Items – None”, and “Delete Items – None”
E. Left click “Apply” and then “OK” at the bottom

Outlook SOP 3

Title: Divisional calendars

Discussion: Each N6 Division will maintain a Division Group Calen
Division Group Calendar will list all leave and TAD periods for Divisior
and other major items of interest to the Division. The Division Group C
maintained by the Division's Admin Assistant.

Procedures:

A. Division Members
    1. Open Outlook calendar and left click event date
    2. Double left click event commencement time to open the "Appointment
    3. Fill in all applicable information in the "Appointment Tab". Subject sho
       Description of event and name of individual involved (i.e. Leave – CAP
    4. Left click "Invite Attendees" and select/send to the Admin Assis

B. Division Admin Assistant
    1. Not sure how AA sets up her Outlook calendar

Outlook SOP 4

Title: General event announcements

Discussion: N6 personnel will use the Outlook calendar feature, in
invite other members to general events, such as: Hail and Farewells, F
Reenlistments, etc. The calendar provides quick notification of attenda
changes to be updated in the calendar automatically. Recipients of the
should not respond to the sender unless value is added. Do not gener
e-mail responses.

Procedures:

A. Open the Outlook calendar
B. Left click day of event
C. Double left click time event commences
D. Type in subject, location, start and finish times a other pertinent in
   desired in the “Appointment” box
E. Left click “Invite Attendees”
F. Type in all pertinent information and send to desired recipients

Phone SOP 1

Title: Extended absence greeting

Discussion: Whenever an N6 member is going to be out of the offic
more they must program their telephone for an extended absence gree
to advising you are out of the office it also prevents the calling party fr
key to skip past your message. The extended absence greeting shou
name, where you are, how long you will be absent, and who to call in y
“This is (your name) and I will be on vacation from (date) through (dat
absence (contact name) at 703-XXX-XXXX will be taking my calls. If yo
still like to leave a message please wait for the tone and I will return y

Procedures:

A. Dial the Octel Voice Mail System number at 602-9300
B. Enter your password when prompted
C. Listen to Main Menu
D. Press #4 when prompted to change options
E. Press #3 when prompted to change personal greeting
F. Press #3 when prompted to choose an Extended Absence Greeting
G. Record greeting when prompted

Quality Assurance SOP 1

Title: Routine and preventive maintenance

Discussion: Few things are more frustrating than going to a Web s
out of date and erroneous information. Even worse is unknowingly bas
this outdated and incorrect information. Pro-active HQ Web quality as
responsibility of everyone in N6. Every individual who posts informatio
and the Taskers is responsible for the accuracy and maintenance of th
posted. In addition, each individual is responsible for updating their ow
Web data, as required (directory entries, etc). Quality assurance will b
least once a month by everyone in N6. The below procedures describe
items everyone must review and correct, if necessary. Divisional Conte
provided in each Division to assist with any HQ Web and Tasker proble

Procedures:

A. Individual N6 members are responsible for maintaining the followi
    1. Individual directory entries
    2. Proper linkage from the Mission and Related Link pages to all their po
    3. All their posted documents and Tasker information
B. Content Managers are responsible for maintaining the following fo
    1. Ensuring recently reporting/departing people are added/removed from
    2. All Special Operating Procedures are being followed by their Division